Slide 1

JMC USERS

Statewide Data Conference

August 2015

Slide 2

NEW FOR 2015-2016

Slide 3

Edit > Student Data – Entry tab
Three new fields for this coming year
Birth County – Can be found on the Home Language Survey. See Add D – Country Codes for a list
Home Language Survey Date – must be given to ALL students and kept in cumulative file
Home Language Identifier – '99' Not Applicable will be for previously enrolled students

Any student who has an Entry Date into District of 07/01/2015 for later must have these three fields populated. May populate for previously enrolled students. If enter one element, must enter all three

► Birth County

► Home Language Survey Date

► Home Language Identifier – Was a language other than English identified on the Home Language Survey?

    ► Required data elements for all students new to the district for the 2015-2016 school year.

ENTRY TAB

Slide 5

After a student has been exited from LIEP services, it is required to monitor the student for 2 years. The Monitor Year 1 and Monitor Year 2 End Date will be exactly one year or two years after the Exit Date. JMC will prepopulate the Monitor Year 1 and Monitor Year 2 End Dates when the Exit Date is entered.

The Monitor Year 1 Teacher File Folder is the BOEE file folder number of the teacher doing the monitoring and should be entered for Year 1 as soon as the Exit Date is entered. The Monitor Year 2 Teacher File Folder number will be entered at the start of the second year of monitoring.

The Monitor Year 1 Decision will be entered at the end of the first year of monitoring, close to the Monitor Year 1 End Date. Likewise for Monitor Year 2 Decision.
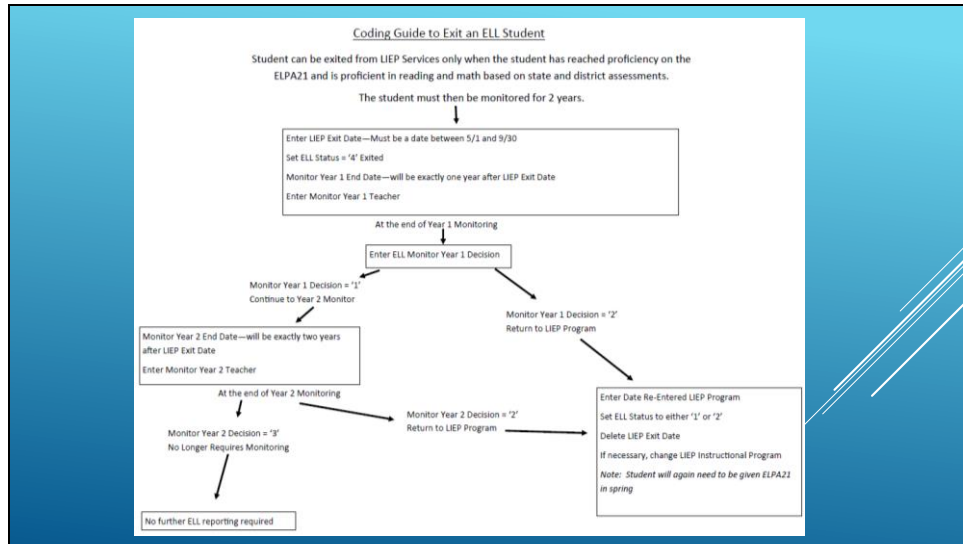
If the Monitor Year 1 Decision is option '2' Return to LIEP Program, change the ELL Status (D0420) and delete out the Exit Date (D0465), and enter the Returned to LIEP Program (D0489) date. The Instructional Program (D0470) may or may not need to change.

Refer to Addendum L for a flow chart on exiting an ELL student.

▸ End Date – Will be one year/two years after Exit Date. Pre-populated by JMC.

▸ Teacher File Folder – The BOEE file folder number of the person doing the monitoring.

▸ Decision – Should be entered at the end of the first year/second year of monitoring.

▸ Refer to Add L – ELL Reporting Requirements 15-16 for a flow chart on exiting an ELL student.

MONITOR: YEAR 1

Slide 7

Coding Guide to Exit an ELL Student

Student can be exited from LIEP Services only when the student has reached proficiency on the ELPA21 and is proficient in reading and math based on state and district assessments.

The student must then be monitored for 2 years.

Enter LIEP Exit Date—Must be a date between 5/1 and 9/30

Set ELL Status = '4' Exited

Monitor Year 1 End Date—will be exactly one year after LIEP Exit Date

Enter Monitor Year 1 Teacher

At the end of Year 1 Monitoring

Enter ELL Monitor Year 1 Decision

Monitor Year 1 Decision = '1'
Continue to Year 2 Monitor

Monitor Year 1 Decision = '2'
Return to LIEP Program

Monitor Year 2 End Date—will be exactly two years after LIEP Exit Date

Enter Monitor Year 2 Teacher

At the end of Year 2 Monitoring

Monitor Year 2 Decision = '2'
Return to LIEP Program

Monitor Year 2 Decision = '3'
No Longer Requires Monitoring

Enter Date Re-Entered LIEP Program

Set ELL Status to either '1' or '2'

Delete LIEP Exit Date

If necessary, change LIEP Instructional Program

Note: Student will again need to be given ELPA21 in spring

No further ELL reporting required

Add L – ELL Reporting Requirements 15-16

Found on SRI webpage –
www.educateiowa.gov > Data Reporting > Data & Reporting > Student Reporting in Iowa

Scroll down to Fall 2015 Documents

Slide 8

The IEP Status has been taken off the Spec Ed tab and has now become the IEP Level on the Enrollment tab
When a student is first staffed into special ed, the IEP Placement Date(D0292) must be entered. Once entered, this stays the same regardless of the changes in IEP Level. Once the student is staffed out, enter the IEP Staffed Out Date (D0294).

The check box for Special Ed and the Special Ed Date are not sent to the state. These two fields are for district use.

You must use the IEP Level to report special ed students. Options: Not Applicable, Level I, Level II, Level III, and Support Services Only.

When a change to an IEP Level occurs, you MUST exit (Attendance > Student > Drop Student) the student using exit code '14' End or Change Enrollment and then Re-enter the student (Attendance > Student > Re-enter Student) setting the IEP Level appropriately.

Slide 10

▶Click 'Edit' on Enrollment Tab
▶Set IEP Level appropriately
▶Click 'Update'

STARTING THE YEAR WITH THE
CORRECT IEP LEVEL FOR RETURNING
STUDENTS

This will be the ONLY time that you will click 'Edit' on the Enrollment tab to change an IEP Level. Make sure all students start the year with the correct IEP Level. Attendance > Student > Lists – create an IEP list to double check. In Lists, select the Enrollment History category and then select EH IEP Level.

- Attendance > Student > Drop Student
- Use Exit Code '14' with no Destination Code or Location
- Attendance > Student > Re-enter Student
- Set IEP Level appropriately

- Do **NOT** just edit IEP Level
- Enter IEP Placement Date on Spec Ed Tab

STUDENT IS STAFFED INTO SPECIAL ED
DURING THE YEAR

Must create a new enrollment period when a student has an IEP Level change. This will allow the number of days at a specific IEP level to be calculated. Can then be used to help with Tuition In Billing.

▸Attendance > Student > Drop Student
▸Use Exit Code '14' with no Destination Code or Location
▸Attendance > Student > Re-enter Student
▸Set IEP Level appropriately

▸Do <u>NOT</u> just edit IEP Level
▸No changes are needed to the Spec Ed Tab

STUDENT HAS CHANGE IN IEP LEVEL
DURING THE YEAR

- ▸ Attendance > Student > Drop Student
- ▸ Use Exit Code '14' with no Destination Code or Location
- ▸ Attendance > Student > Re-enter Student
- ▸ Set IEP Level to 'Not Applicable'

- ▸ Do <u>NOT</u> just edit IEP Level
- ▸ Enter IEP Staffed Out Date on Spec Ed Tab

STUDENT IS STAFFED OUT OF SPECIAL
ED DURING THE YEAR

Slide 14
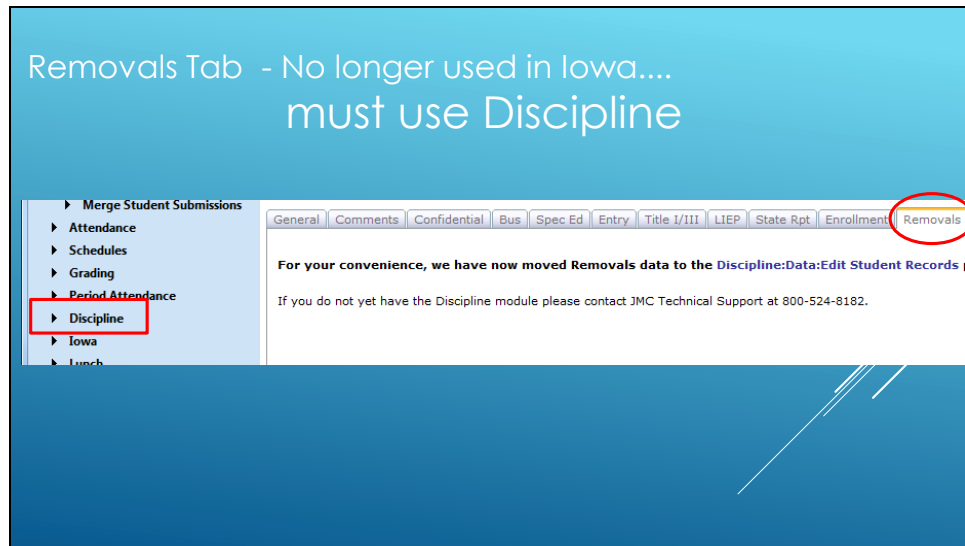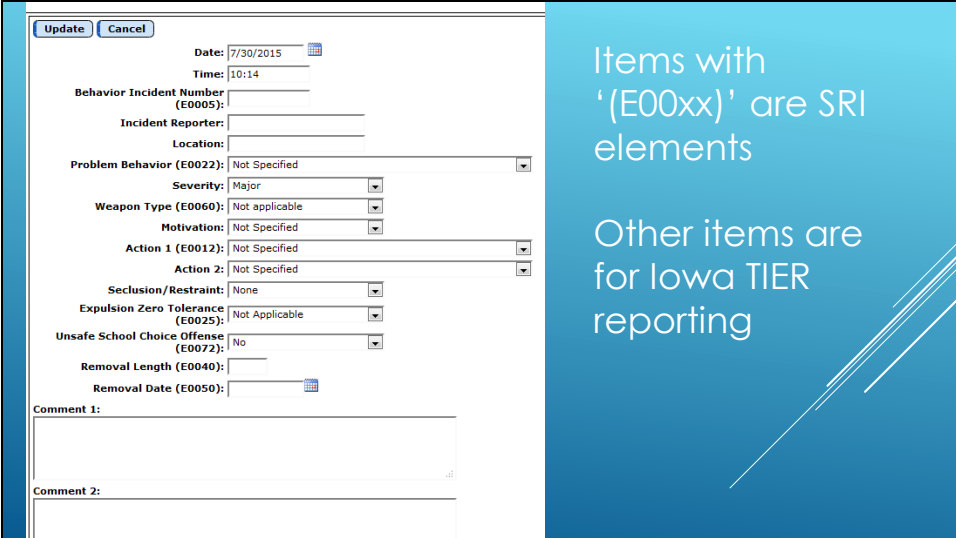
If you do not have the Discipline module, contact JMC.

Slide 15
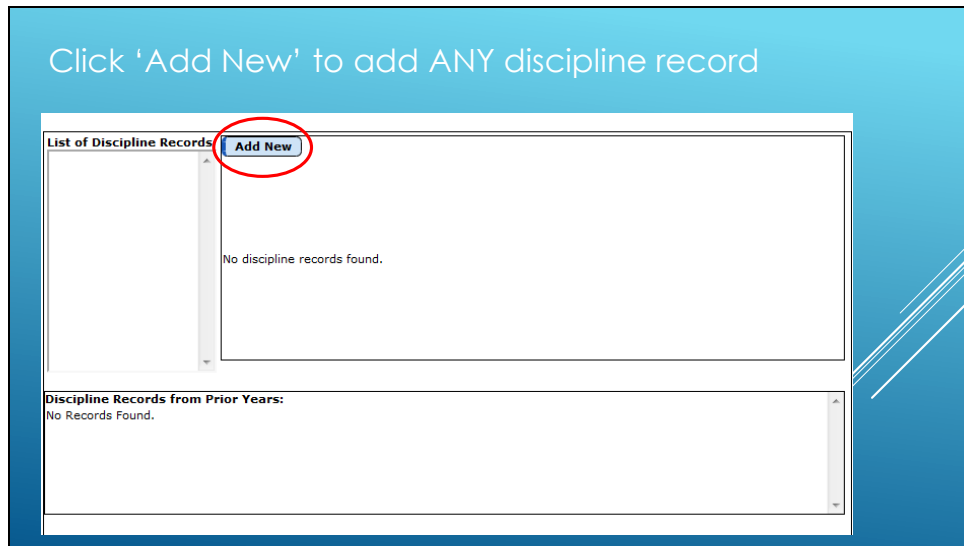
All discipline items, including removals, will be entered in the same spot.

Slide 16

Reason for Removal has been morphed into Problem Behavior (E0022). This list includes many more options. The pull down list will contain all of the SRI Problem Behavior reasons and then those defined by your district. We HIGHLY, HIGHLY, HIGHLY encourage you to select a reason from the SRI Problem Behavior reasons. We hope we have covered everything!

Removal Type has been morphed into Action 1 (E0012). Again, more options have been added. The SRI options are listed first in the pull down and then the district defined options. PLEASE try to use an SRI defined option.

Slide 17

The JMC website has some very good documentation with screen shots - Attendance –IA .

Slide 18

- ▸Import Enrollment History from Prior Year
- ▸Students who moved over the summer...drop using Day: 0 – Prior to School Year
- ▸Section FTE for Concurrent Enrollment Courses
- ▸Semester long courses should have Term Type of 'Semester'
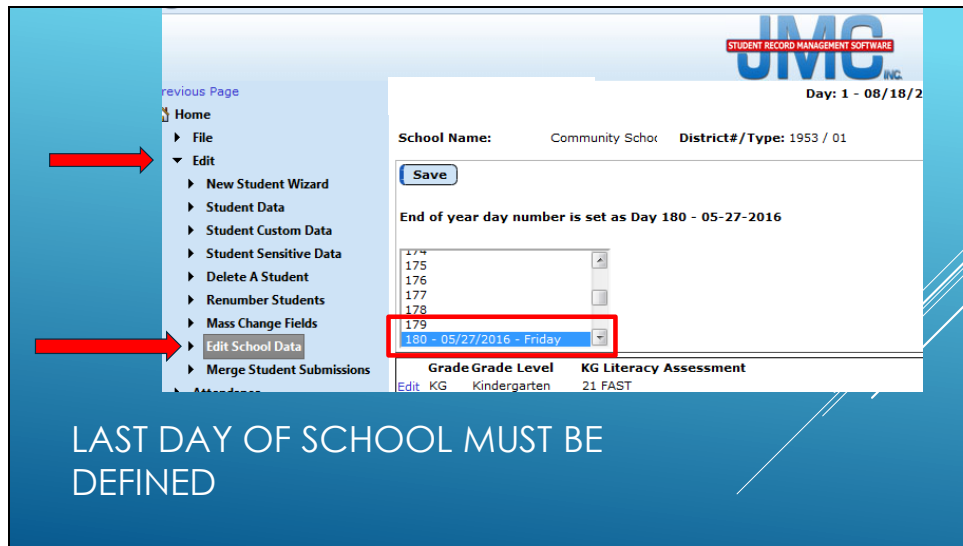- ▸Send test data...test site opens Sept. 1st
- ▸SIF option -

Import Enrollment History from Prior Year – Do this to "clean up" enrollment records. You will want to do this before you start adding/dropping students. If you have no county codes, you have not done Import Enrollment History from Prior Year!

Students who moved over the summer must be reported in the fall with the correct exit information. If these students are not included in your SRI data, you will receive a Level 2 validation error in SRI.

Term Type – PLEASE make sure semester long courses have a Term Type of 'Semester'. If the Term Type is incorrectly set, the Carnegie Unit will not be correct in your Accreditation Report in Winter. By this time it is too late to change the Term Type.

SEND TEST DATA!!!!! Give you more time to clean up errors.

SIF – this was an option last spring and will be an option this fall. I need to work with JMC to test the SIF option once the SIF agent has been programmed for 2015-2016 changes and we are ready to accept data via SIF. Hopefully an email will go out to all JMC district when the SIF option is available.

Must have date entered when doing SIF. You do not need to enter all of the days for the year, just the last.

Slide 21

Only for SIF – enter the Start Date and End Date of your terms (semesters or trimesters).